



**GATEWAY TO THE PRAIRIE**

## **City of Canby Job Description**

Job Position:	Summer Temporary Worker
Department:	Street/Park/Cemetery/Water/Wastewater
FLSA Status:	Non-Exempt
Reports to:	Public Works Supervisor
Bargaining Unit:	Not Applicable

### General Statement of Duties:

The position of summer temporary worker is to provide general assistance to the various City departments as directed.

### Supervision Received:

Works under the direction of the Public Works Supervisor.

### Supervision Exercised:

This position does not exercise direct supervision.

### Essential Duties and Responsibilities:

- Perform general maintenance and general activities.
- Perform general labor.
- Perform/Assist with landscape/grounds care/forestry activities.
- Provide assistance with preparation of community events.
- Assist with motorized equipment maintenance.
- Assist with mechanical building maintenance and repair.
- Perform/assist with maintenance of streets, parks, cemetery, and other related property.
- Perform a wide range of tasks at the verbal or written direction of City staff.
- Operates light equipment.
- Mows and maintains city parks and other city property.
- Perform other duties as assigned or apparent.

### Necessary Knowledge, Skills, and Abilities:

- Ability to understand and follow verbal instructions and communicate effectively.
- Ability to work independently with limited supervision.
- Ability to work in a variety of weather conditions including cold or hot temperatures, high humidity, wind, or rain.
- Ability to maintain effective working relationships with supervisors and co-workers.

- Ability to transport oneself to and around the work site.
- General knowledge of general maintenance and landscape principles.

Minimum Qualifications:

- Valid Minnesota Class “D” Driver’s License.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk and listen; stand; walk; use hands and fingers, handle or operate objects, tools, and controls; and reach with hands and arms; climb or balance; stoop, kneel, bend, crouch, or crawl; and taste or smell. This position requires the ability to lift/carry/pull at least 50 lbs. frequently, 50 – 100 lbs. occasionally, and over 100 lbs. seldom; and the ability to distinguish and describe taste and odor in water samples. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reviewed By:

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City Administrator

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Employee